



MINUTES

IT Strategic Planning Committee

DATE	May 2, 2006
TIME	10:00 AM – 12 Noon
LOCATION	State Library and Archives Large Meeting Room
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES - Revised

Name	Attend ✓	Name	Attend ✓
Andrew Clinger, Department of Administration	✓	Co-Chair – Terry Savage, Department of Information Technology	✓
Administration, Dave McTeer	✓	Education, Keith Rheault	
Janet Murphy	✓	Governor's Office, Keith Munro	✓
		Homeland, Giles Vanderhoof	
Agriculture, Don Henderson		Military, Miles Celio	✓
B&I, Doug Walther	✓	Linda Mraz	✓
Laurie Flynn	✓	Motor Vehicles, Ginny Lewis	✓
CNR, Allen Biaggi		PEBP, Forrest Thorne	
Kay Scherer	✓	Personnel, Jeanne Greene	✓
Corrections, Glen Whorton	✓	Public Safety, George Togliatti	
Lori Bagwell	✓	PK ONeil	✓
Cultural Affairs, Scott Sisco		Dean Buell	✓
Sara Jones		Mindy McKay	✓
DETR, Terry Johnson		Kim Morse	✓
David Haws		Taxation, Dino Dicianno	
DHHS, Mike Wildden		Tom Summers	✓
Michael Torvinen	✓	Transportation, Robert Chisel	✓
Gary Buonacorsi	✓	Veteran's Service, Tim Tetz	✓
DoIT, Kathy Ryan	✓	Wildlife, Bob Haughian	✓
Donna Crutcher	✓		
Dan Goggiano	✓		
Alisanne Maffei	✓		

CALL TO ORDER

I Introduction

- Andrew Clinger, Department of Administration, called the meeting to order. Introduced to the committee were Gary Buonacorsi, Welfare, Laurie Flynn,

Business & Industry, Kim Morse, Mindy McKay and Dean Buell with
Public Safety and Linda Mraz, Military..

II Review and Approval of the Minutes

- After review of the April meeting minutes, it was moved by Ginny Lewis and seconded by Kay Scherer to accept the minutes. The minutes from April 5, 2006 were accepted as presented.

III Strategic Enterprise Topics

- Gary Buonacorsi, Deputy Administrator of Information Services for the Division of Welfare and Supportive Services, made a presentation on Enterprise Content Management (ECM). Gary reiterated that workflow and business process management provides the long term value to leverage the benefits of enterprise content management. The overall goal is to provide a seamless system across the enterprise in a secure and reusable format. The components of ECM were provided in the handout and in softcopy to the committee.
- It was requested for Teri Mark, State of Nevada Records Manager with Cultural Affairs, to cover the legality of electronic records at the August committee meeting.

IV IT Governance

- Terry Savage provided an overview on the State of Nevada IT Governance Structure. The historic state of IT operations and systems development and the evolution to the current Policy Standard Procedure (PSP) approval process were discussed. The appeal/exemption process and governing authority was also covered.
- The committee agreed to include these PSP's in State Administrative Manual (SAM). Keith Munro indicated the Board of Examiners (BOE) may delegate the authority to ITSPC to efficiently accomplish this process.
- The committee decided to review past NITOC Policies not yet approved by the ITSPC with the oldest first.

V Standards Review

- PK O'Neill, Public Safety, introduced Mindy McKay to provide an overview on Background Checks, levels I, II, and III. A softcopy of the presentation will be made available. Dean Buell, Public Safety, emphasized that follow up Captain O'Neill suggested consideration of follow up and further updates to background checks may be necessary.
- Ginny Lewis indicated that the Real ID Act will increase background checks for the Driver Licensing Process.
- Donna Crutcher, DoIT provided an overview on the Personnel Security Standard 4.04. Definitions and other questions are to be addressed at the upcoming committee meeting time permitting.

VI Updates

- The CBTAP update was provided in hardcopy format. Other necessary updates are to be emailed out to the committee; further details to updates are to be scheduled for the next committee meeting.

VI Future Issues/New Business

- Technical related Bill Draft Requests (BDR's) of interest are to be reviewed and tracked, starting with the July committee meeting.

VII WRAP UP

- The July Meeting of the ITSPC will be Monday, July 10, 2006, scheduled for 10:00 AM – 12:00 Noon in the Library and Archives Large Conference Room.
- The IT Project Prioritization meetings are scheduled for all day on the Third Week of June, June 20th, in the Library and Archives Large Conference Room.

ACTION ITEMS

Item No.	Description	Assigned To
0.	Compile inputs for Enterprise and Agency IT Strategic Plan with Directors and Agencies - ongoing	Alisanne Maffei
3.	Draft update for NITOC policy including impact statement	Alisanne Maffei
4.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
5.	Provide listing of IT Accounts	T. Savage/ A. Maffei
6.	Presentation to the committee on IT assessments and trended data	A. Maffei coord
7.	Research other states funding mechanisms for applicability	A. Maffei/S. McGee
8.	Review the highway fund treatment for microwave projects	Alisanne Maffei
9.	IT related BDR's of interest are to be reviewed and tracked	Alisanne Maffei

Related Links / Contact Information:

State of Nevada Vision Statement and Mission Statement, State of Nevada Strategic Plan
http://budget.state.nv.us/BudgetInst_07_09/chapters/budget_instructions_2007_2009_hq1_%20APPENDIX%20A%20-%20NEVADA%20STATE%20STRATEGIC%20PLAN_38.pdf
 Nevada State Agencies Video Conferencing Contact listing : http://doit.nv.gov/DoIT_Meetings.htm
 SilverSource updated link: <http://silversource.state.nv.us/>
 Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov
 IT Security email infosec@state.nv.us
 Training User Guide http://infosec.intranet.nv.gov/Security_Training.htm
 Security Awareness Program http://infosec.nv.gov/Security_Services.htm#Awareness
 Nevada Communications Steering Committee website: <http://ncsc.nv.gov/>
 IT Strategic Planning Committee: http://nitoc.nv.gov/IT_StrategicPlan.htm
 IT Project Oversight Committee: http://nitoc.nv.gov/IT_Project_Oversight.htm
 The Critical Business Technology Assessment Program (CBTAP) Tool: <http://doit.nv.gov/cbtap/>